

IEEE P2520.1 Working Group #28

Draft Meeting Minutes

13 November 2023

WG Chair: James Covington

WG Secretary: H. Troy Nagle

1. Call to Order

Chair called meeting to order at 10:05 AM EDT. He announced that the meeting was being recorded for the purpose of preparing minutes.

2. Roll Call and Disclosure of Affiliation

Affiliation FAQs: <http://standards.ieee.org/faqs/affiliation.html>

Participants can sign-in at this link:

https://docs.google.com/spreadsheets/d/1x3Le7jd_5h3bgiNcYMZIfjIbzE2XdE0U8Daon00O8Ks/edit#gid=0.

The Chair asked the Secretary to check for a quorum. The List of Participants is shown in **Attachment A**. A quorum was achieved (10 of the 13 voting members were present).

3. Approval of Agenda

The Chair asked for approval of the agenda. Troy Nagle made the motion; Susan Schiffman seconded. Without objection to unanimous consent, the motion was adopted.

4. Approval of Previous Meeting Minutes

Minutes for WG#28 were considered. The Chair asked for approval of the recently circulated minutes. Susan Schiffman moved for approval; Fengchun Tian seconded. Without objection to unanimous consent, the motion was approved.

5. IEEE-SA Patent & Copyright Policies

a. Call for Patents

<https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf>

Per standard IEEE SA WG meeting practice, the Chair displayed the required policy regarding potentially essential patents. No one raised concerns for consideration.

b. Copyright Policy <https://standards.ieee.org/ipr/copyright-materials.html>

Per standard IEEE-SA WG meeting practice, the Chair displayed the required policy regarding copyrights. There were no questions or concerns.

6. Update on main text of standard

The Chair thanked those who responded with comments and now has generated version 18.0 which is nearly completed. He sent this version to Patrik Aspermain for a complete review. The Chair also asked for suggestions of other experts that might be invited to join the WG to provide feedback, for example Alphas Wilson. Andreas Mershin of MIT/Osmocosm and Jan Mitrovics were suggested. Carlos Dias will inquire with a few company contacts to measure interest.

7. Discussion/update on methods

The Chair outlined progress since our last meeting:

UPDATE ON METHODS DOCUMENT

- Combined all methods into single document
- Creation of introductory section
- Krishna working on Method 6
- Still need to consider other international standards...
 - How much is this allowed with the IEEE-SA?
 - ISO 14385-1:2014 Stationary source emissions — Greenhouse gases — Part 1: Calibration of automated measuring systems
- Need to sort out references and other standards (?)

The Methods Document is almost complete. Method 6 needs some additional work. As a final check on each Method, the Chair asked the following WG members to review the Method citations:

- Method 1: Sample introduction using an Autosampler – Sandrine/JAC
- Method 2: Sample introduction using positive pressure gas flow – Christopher
- Method 3: Sample introduction using sample bags & barrel with negative pressure – Carlos/Fengchun
- Method 4: Sample introduction through static/dynamic headspace collection - Susana
- Method 5: Sample introduction using permeation tubes and positive pressure - Ettore
- Method 6: Sample introduction via an odor point source – Krishna/JAC

Please cite any publications and standards that are appropriate.

It was suggested that several of the equipment manufacturing companies would likely be happy to loan us their EUTs to help us develop the IEEE Conformity Assessment Program (ICAP) Test Suite Specification (TSS) documents. Carlos Diaz will inquire with them to determine their current interest. The Chair will also inquire with the companies that made the EUTs that are operational in his laboratory. Aryballe may also be interested.

8. Discussion on Method Recording Document

What format should we use for our P2520.1 standard Compliance Reporting Document? The Secretary will inquire with IEEE-SA staff regarding suggestions (detailed outline?, formatted template?, Appendix?). The Chair then offered the following outline of items that we could include in the Reporting Documentation:

- The test report shall include the following sections:
 - i. Designation/model of the EUT, its accessories, tool chain and versions
 - ii. Details of sampling system, including accessories, tool chain and versions (if not an EUT accessory)
 - iii. Time and date and period the experiment – covers up to 5 days
 - iv. Pre-test conditions (Equipment storage and warm-up conditions)
 - v. Description of sampling conditions (Reference to Method 1-6)
 - vi. EUT test environment
 - vii. State sampling test periods: measurement period/result,
 - vii. State Data Processing and Analysis Process, including name/supplier of toolchain and version number
 - viii. Selection of chemical combination (A, B and C) used for Levels 1, 2 and 3
 - ix. Test Results for Level 1 and compliance to pass/fail criteria
 - x. Test Results for Level 2 and compliance to pass/fail criteria
 - xi. Test Results for Level 3 and compliance to pass/fail criteria
 - xii. Samples/data defined as outliers
 - xiii. Any test conditions not covered in this standard that might nevertheless have affected the results
 - xiv. The test operators' details
 - xvi. Signature

9. Any further updates on the standard

A question was raised about our schedule going forward. The Chair summarized as follows. Our goal is to finish the draft this year and to begin feasibility testing in Q1-2024. The timing for developing the ICAP TSSs will begin as soon as enough testing data is ready. We hope to finish by the end of Q2-2024.

10. New Business/Activities for the next meeting

There was no New Business.

11. Future Meetings

The Chair announced that the next meeting (WG#29) will take place on Monday, December 11, at 10:00 AM EST.

12. Adjourn

The agenda items having ended, Susan Schiffman moved adjournment; Cyril Herrier seconded. Without objection to unanimous consent, the Chair adjourned the meeting at 10:49 AM.

Attachment A: Participants (13)

NAME	AFFILIATION
Carlos Diaz	Ambiente et Odora
Christopher Jensen	Self
Cyril Herrier	Aryballe
Duke Oeba	Egerton University, Kenya
Ettore Massera	ENEA
Fengchun Tian	Chongqing University
James Covington	University of Warwick
Krishna Persaud	University of Manchester
Paul Kagan	AWLDM Systems
Radislav Potyrailo	GE Research
Susan Schiffman	North Carolina State University
Susana Palma	NOVA University of Lisbon
Troy Nagle	North Carolina State University